Tutors MUST have the professor(s) of the course(s) they want to tutor submit an email recommendation for them to become a tutor.

Provided below is an email template for your use:

“Dear Professor______,

I am currently applying to be a tutor for (COURSE NUMBER). In order for me to become a tutor, I need to have a recommendation emailed to tutoring@mail.naz.edu stating that you agree to the following statement:

This student has completed and received at least a B+ in my course, _____, and also demonstrates the professionalism and interpersonal skills required to work with and assist others. I am recommending him or her to tutor current students in either the individual tutoring or learning lab (group) setting.

If you have any questions about this, you can the Tutoring Coordinator in the Center for Student Success at tutoring@mail.naz.edu or (585) 389-2885.

Thank you for your assistance,

_______”

You will receive an email from the Tutoring Coordinator when a recommendation has been submitted on your behalf.

Tutoring cannot begin until this email has been received and it is your responsibility to follow up with the professor(s) if you do not receive a confirmation email from the Tutoring Coordinator in a timely manner.

If the professor is no longer teaching at Nazareth, a recommendation from another professor in the department or a department head will suffice.

If you have any questions, comments or concerns, please contact the Tutoring Coordinator

Smyth Hall 20/22 • Tutoring@Naz.edu • 585-389-2885